



C A L I F O R N I A D E P A R T M E N T O F

# Mental Health

[www.dmh.ca.gov](http://www.dmh.ca.gov)

## CONTINUOUS TESTING OPEN SPOT FOR ATASCADERO, COALINGA, METROPOLITAN, NAPA, AND PATTON STATE HOSPITALS AND SALINAS VALLEY AND VACAVILLE PSYCHIATRIC PROGRAMS

### SENIOR PSYCHOLOGIST (HEALTH FACILITY) (SUPERVISOR)

The Department of Mental Health is an Equal Employment Opportunity employer committed to ensuring the rights of every applicant and employee to work in an environment free from unlawful discrimination and harassment and without regard to race, color, sex/pregnancy, gender, age, religion, marital status, national origin, ancestry, disability, medical condition, political affiliation or opinion, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

#### EXAMINATION TYPE

This is an open spot examination for the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa, and Patton State Hospitals and Salinas Valley and Vacaville Psychiatric Programs. Examination and/or Employment Applications will not be accepted on a promotional basis. Career credits do not apply.

#### HOW TO APPLY

Please submit an Examination and/or Employment Application (STD. 678) form to **ONE** address indicated below. Do not submit multiple Examination and/or Employment Application forms; you must choose the location that you are willing to work in to submit your Examination and/or Employment Application form. **DO NOT SUBMIT EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO THE STATE PERSONNEL BOARD.**

**NOTE:** All Examination and/or Employment Application forms must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Examination and/or Employment Application forms received without this information will be rejected. Resumes will not be accepted in lieu of a completed Examination and/or Employment Application (STD. 678) form.

#### WHERE TO APPLY

MAIL OR HAND DELIVER EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO:

ATASCADERO STATE HOSPITAL  
EMPLOYMENT OFFICE  
10333 EL CAMINO REAL  
P.O. BOX 7005  
ATASCADERO, CA 93423-7001  
(805) 468-3384 / TDD (805) 468-2009

COALINGA STATE HOSPITAL  
SELECTION SERVICES UNIT  
P.O. BOX 5002  
COALINGA, CA 93210  
(559) 935-4305/TDD (559) 935-7120

METROPOLITAN STATE HOSPITAL  
SELECTION SERVICES UNIT  
11401 SOUTH BLOOMFIELD AVENUE  
NORWALK, CA 90650  
(562) 863-7011

NAPA STATE HOSPITAL  
PERSONNEL OFFICE  
2100 NAPA-VALLEJO HIGHWAY  
NAPA, CA 94558  
(707) 253-5611

PATTON STATE HOSPITAL  
HUMAN RESOURCES-EXAMS/HIRING  
3102 EAST HIGHLAND AVENUE  
PATTON, CA 92369  
(909) 425-7000 / TDD (909) 862-5730

VACAVILLE PSYCHIATRIC PROGRAM  
SELECTION SERVICES UNIT  
P.O. BOX 2297  
VACAVILLE, CA 95696  
(707) 449-6514

SALINAS VALLEY PSYCHIATRIC PROGRAM  
P.O. BOX 1080  
SOLEDAD, CA 93960  
(831) 678-5500 EXT. 7330

**EXAMINATION  
ELIGIBILITY LIMITATION**

A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs, within the last 12 months, you are not eligible to compete in this examination.

**FINAL FILE DATE**

**Continuous Testing – No Final File Date.** Testing is considered continuous as dates can be set at any time.

**SPECIAL TESTING  
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application form. The Selection Services Unit will contact you to make special testing arrangements.

**IDENTIFICATION  
REQUIRED**

Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**EXAMINATION DATES**

Qualifications Appraisal: Interviews are scheduled as conditions warrant. Candidates are notified, by mail, a minimum of two (2) weeks prior to their scheduled interview.

**SALARY RANGE**

Range U : \$ 8,8120 - 9,158

**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your Examination and/or Employment Application form indicates that you have read, understood, and possess the basic qualifications required.

**NOTE: All competitors must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.**

**MINIMUM  
QUALIFICATIONS**

License: Possession of a valid license as a Psychologist issued by the California Board of Psychology and possession of an earned Doctorate Degree in Psychology from an educational institution meeting the criteria of Section 2914 of the Medical Board of California's Business and Professions Code.

Individuals who do not qualify for licensure by the California Board of Psychology or who are in the process of securing this license will be admitted into the examination; however, applicants must first secure a license to practice as a psychologist in California before they will be eligible for appointment. **and**

**Experience:** Either

1. One year of experience in the California state service performing the duties of a Psychologist (Health Facility) (any specialty), or Staff Psychologist (any specialty); or
2. Two years of postdoctoral, post internship experience in the practice of psychology involving assessment and treatment and either training, research, consultation, or program planning in mental health services.

**SPECIAL PERSONAL  
CHARACTERISTICS**

Scientific and professional integrity; ability to handle stressful situations; patience; alertness; and demonstrated leadership ability.

**POSITION DESCRIPTION**

Under general direction to (1) perform difficult and responsible assignments relating to psychological assessment and treatment and either (a) assist in the direction of the psychology program of a health facility, or (b) plan, organize, develop, and direct a psychology program similar in size and nature at a health facility; or (2) plan, organize, and coordinate a special patient treatment program which utilizes psychological techniques as its main nonmedical emphasis at a health facility, and coordinate the work of treatment staff of various clinical specialties and volunteers in the program. In addition, incumbents, as needed, serve as a departmentwide expert and psychology consultant in a specific psychology discipline; and do other related work.

**POSITION LOCATION(S)**

Atascadero, Coalinga, Metropolitan, Napa, and Patton State Hospitals and Salinas Valley and Vacaville Psychiatric Programs.

**EXAMINATION  
INFORMATION**

**This examination will consist of a Qualifications Appraisal Panel interview only, weighted 100%.** In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **Candidates who do not appear for the interview will be disqualified.**

**EXAMINATION SCOPE****Qualifications Appraisal – Weighted 100%**

## Knowledge of:

1. Principles, techniques, and problems in developing and coordinating a specialized psychological treatment program.
2. Principles, techniques, and trends in psychology with particular reference to normal and disordered behavior, human development, motivation, personality, learning, individual differences, adaptation and social interaction.
3. Methods for the assessment and modification of human behavior.
4. Characteristics and social aspects of mental and developmental disabilities.
5. Research methodology and program evaluation.
6. Institutional and social process, group dynamics.
7. Functions of psychologists in various mental health services.
8. Current trends in the field of mental health.
9. Professional training.
10. Principles of personnel management and supervision.
11. Community organization and allied professional services.
12. State and departmental equal employment opportunity policies.
13. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.

## Ability to:

1. Plan, organize, direct, or coordinate a specialized psychological treatment program involving members of other treatment disciplines.
2. Provide professional consultation and program leadership.
3. Supervise consultation and program leadership.
4. Supervise professional staff.
5. Teach and participate in professional training.
6. Recognize situations requiring the creative application of technical skills.
7. Develop and evaluate creative approaches to the assessment, treatment, and rehabilitation of mental disabilities, to the conduct of research, and to the development and direction of a psychology program.
8. Plan, organize, and conduct research, data analysis, and program evaluation.
9. Conduct the more difficult assessment and psychological treatment procedures.
10. Analyze situations accurately and take effective action.
11. Communicate effectively.
12. Understand and effectively carry out State and departmental equal employment opportunity policies.
13. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**ELIGIBLE LIST  
INFORMATION**

A departmental open eligible list will be established for the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa, and Patton State Hospitals and Salinas Valley and Vacaville Psychiatric Programs. The eligible lists will be used to fill vacancies at Atascadero, Coalinga, Metropolitan, Napa, and Patton State Hospitals and Salinas Valley and Vacaville Psychiatric Programs. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS PREFERENCE**

Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

**GENERAL INFORMATION**

**For an examination without a written feature** it is the competitor's responsibility to contact the Department of Mental Health, Selection Services Unit at (916) 654-2351 three weeks after the application deadline date if she/he has not received a progress notice.

**If a competitor's notice of oral interview** or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

**Examination and/or Employment Application (STD. 678) forms are available** at the State Personnel Board, local offices of the Employment Development Department, the Department of Mental Health, and accessible on the internet at [www.spb.ca.gov](http://www.spb.ca.gov).

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

**The Department of Mental Health** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled in Sacramento. However, locations of interviews may be extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination and/or Employment Application (STD. 678) form. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

**DEPARTMENT OF MENTAL HEALTH**

1600 9<sup>th</sup> Street, Room 121  
Sacramento, CA 95814

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922